

Opening Date:	May 29, 2013	Closing Date:	Open Until Filled
Job Title:	Leave Accounting Assistant	Position Type:	Temporary Full Time
PIN:	826019	FLSA Status:	Non-Exempt
Location:	Administrative Office of the Courts - Payroll Annapolis, Maryland	Grade/Salary Range:	J7 \$14.91 per hour
		Financial Disclosure:	No

Re-post - Applicants who already submitted applications will be considered
Regular State employees subject to promotion/demotion policy

Essential Functions: The main purpose of this position is the data entry and verification of the Judiciary employee time/leave usage records in the Leave Accounting System for employees, in accordance with applicable policies, laws, etc. This position will be responsible for mailing biweekly timesheets as well as the other required reports. The incumbent is responsible for the filing, retrieval and maintenance of Judiciary employee time/leave records. Duties include, but are not limited to: transporting, retrieving, copying and general maintenance of the storage site of Judiciary employee time/leave records. This position will assist the unit with other duties as assigned.

Education: High School or GED.

Experience: Three years of experience in either Human Resources, payroll, or leave accounting.

Preferred: Data entry experience. Knowledge of Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA).

Notes: Experience verifying or reconciling accounts may be substituted for up to two years of the required experience. Also, six college credits in accounting may be substituted for one year of the required work experience.

Skills/Abilities: Knowledge of basic office routines, equipment and machines. Ability to operate a computer and software packages to accomplish updating of all leave records, word processing and spreadsheets. Ability to make accurate mathematical calculations. Ability to communicate effectively with Judiciary personnel orally and in writing. Ability to perform under pressure, prioritize tasks, and plan ahead to meet deadlines while maintaining extreme accuracy. Ability to maintain confidentiality. Ability to lift up to 25lbs using proper lifting techniques. Skills to include Data Entry, Word and/or Word Perfect, Lotus Notes and/or other email programs, and Excel and/or Access. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.